

July 9, 2013

**REQUEST FOR QUALIFICATIONS
Deadline for Statements August 7, 2013**

You are invited to submit a Statement of Qualifications (SOQ) to perform as Contractor for the Earthquake and Hazards program. The work will consist of supporting a current regional research project, assisting with developing future projects and providing guidance to shape this vital regional program.

I. Background

Since 1974, ABAG has maintained the Earthquake and Hazards program that has been a leader among Councils of Governments across the nation in providing scientific information about local hazards in a user friendly format to guide public decision making. The purpose of the Earthquake and Hazards program is to create a more resilient, sustainable, equitable and prosperous region through good planning and actions that reduce the region's risk to natural hazards, particularly those related to earthquakes and the effects of climate change.

Over the years of its existence, the Earthquake and Hazards program has collaborated with other disaster response and recovery agencies, convened stakeholders to discuss critical infrastructure issues associated with natural hazards, and generated online earthquake and liquefaction maps. ABAG's Earthquake and Hazard staff prepared the region's first hazard mitigation plan.

II. Services Required

The Contractor shall perform all aspects of the required work as described in the Statement of Work (Attachment 1).

III. Compensation

The Contractor must be an independent contractor. No benefits are provided. All services will be paid for on an hourly basis with no other direct costs. Contractor is responsible for payment of applicable state and federal taxes. Contractor must have a valid California Driver's license, own transportation; car and health insurance. Up to \$80,000 is available for this work through August 2014.

IV. Time Frame

The term of the contract would be from August 1, 2013 through August 1, 2014 but additional service could be required depending on outcomes of current and forthcoming projects.

V. Selection Procedure

Every submittal will be evaluated according to the criteria below. Numerical scores will be tabulated for each offer.

- 1) **Relevant Qualifications and Experience** – The Contractor will be evaluated based on the level of experience and background.

- 2) Educational and Professional Background – The Contractor must possess the educational requirements listed in the Statement of Work.
- 3) Submittal – The Contractor will be evaluated based on the adequacy of the submittal to respond to the objectives of this Request for Qualifications (RFQ). Statements must respond to all the requirements of the RFQ, and must include all information specifically required in all sections of the RFQ.

Highest ranking candidates may be invited to an interview at ABAG Offices at the MetroCenter, 101 8th Street, Oakland, CA at their own expense.

The responsible Contractor whose Statement of Qualifications is most advantageous to ABAG, evaluation factors, costs, and other factors, considered will be awarded the contract. Our objective is to obtain the highest qualified candidate(s) to achieve the objectives within a realistic time frame and reasonable cost.

This RFQ does not commit ABAG to award a contract. Applicants are informed that the award of any contract as a result of this solicitation is contingent upon the availability of funds. Award of a contract may not be made to any Contractor unless an agreement can be secured for all general and special provisions.

VII. What to Submit

To provide an objective, fair review of all statements of qualifications, the submittals are to include only the following information:

- 1) Transmittal letter – Covering highlights and unique features of your qualifications. Letter should include your address, email and telephone number.
Length: **One (1) page maximum**
- 2) Statement of Qualifications – Provide a definitive statement of qualifications allowing the candidate to accomplish the requirements as stated in this RFQ.
Length: **One (1) page maximum**
- 3) Relevant Experience – Provide a summary of relevant experience.
Length: **One (1) page maximum**
- 4) Education and Professional Background – Provide a summary of educational background, including degrees or degree in progress.
Length: **One (1) page maximum**
- 5) Natural Hazards and Resilience Expertise – Provide a description of any technology, practices, or procedures you currently employ or that you could bring to this project that could advance hazard resilience in the region.
Length: **One (1) page maximum**

- 6) List of References – Provide a list of references for your work, including contact name, address, telephone number, nature of job, length, and amount.
Length: **One (1) page maximum**
- 7) Standard Billing Information – Provide competitive billing rate.
Length: **One (1) page maximum**

We require an electronic submittal of your statement package. Statements are due in the ABAG office not later than August 7, 2013 at the close of business, 5:00 pm. Questions may be directed to JoAnna Bullock at (510) 464-7968; fax (510) 433-5568; email: joannab@abag.ca.gov

VIII. Where to Submit SOQ

Electronic copy should be sent to:

JoAnna Bullock
Association of Bay Area Governments
Joannab@abag.ca.gov

Attachment 1 - Statement of Work

Program Strategy and Policy

The Earthquake and Hazards program's key focus areas and objectives include providing a platform for local governments to collaboratively plan and share best practices to build regional resilience, generating tools for local governments to develop and implement mitigation and recovery plans, improving seismic resilience of housing in the region, and disseminating scientific information that facilitates good policy and decision making.

The Contractor will help ABAG staff develop a program strategy that includes identification of future program priorities, strategies for building stronger relationships with key local, regional, state, and federal stakeholders, exploration of ways to integrate resilience work with other regional initiatives, establish an articulated legislative advocacy plan, and identification of potential funding sources to support the program.

Airport and Infrastructure Resilience

With grant funding from the State of California Department of Transportation, ABAG is undertaking a Bay Area Airport Disaster Recovery Research project that will among other tasks conduct the following tasks:

1. Infrastructure interdependencies study
2. Regional workshop of infrastructure and airport stakeholders to share information and explore common issues

The outcomes of this research will advance the development of comprehensive planning for disaster recovery for the region and result in better preparation for a variety of potential future natural hazards.

The Contractor will guide and advise ABAG staff on the completion of these work tasks on the grant funded project.

Time commitment

The Contractor should be available as needed at a minimum of one day per week and no more than 2 days per week

Qualifications

Specific education, expertise and experience required for this position include the following:

- **Education:**
 - Minimum Bachelor of Science or Bachelor of Arts in public administration, public policy, urban planning or a related field.
 - Masters or PhD degree in a related field is highly desired

- Expertise:

- Knowledge of the programs, organizations and activities engaged in natural hazards mitigation and recovery planning and policy in the Bay Area
- Knowledge of current research and issues related to natural hazards mitigation and recovery planning and policy
- Knowledge of public policy issues related to natural hazards mitigation and recovery
- Knowledge of the executive/legislative decision making process.
- Skill in dealing with decision makers and their immediate staffs.
- Knowledge of pertinent research and analytical methodology and ability to apply such techniques to policy issues
- Skill in effective oral and written communication techniques

- Experience:

- Demonstrated experience working in local or regional government
- Developing strategic plans to guide program development
- Analysis and evaluation of lifelines and infrastructure systems
- Policy development related to natural hazards

Supervision

The position would be supervised by ABAG staff. Contractor will work under the direction of ABAG's Senior Planner, JoAnna Bullock. Contractor shall submit data as requested in the statement of work. Invoices of direct costs can be submitted on a monthly basis.

